

**ADAPTIVE RECREATION
Internship Job Description**



Job Title: Therapeutic Recreation Intern
Department: LRCS/Adaptive Recreation

SUMMARY

Under the supervision of a Certified Therapeutic Recreation Specialist, assists in implementing a comprehensive Recreation program for persons with disabilities.

EDUCATION and/or EXPERIENCE

Necessary educational requirements per college or university

Experience working with individuals with disabilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follows City of Eugene protocols, procedures, and/or guidelines for the safe and smooth operation of the program.
- Encourages interactions of the participants and provides necessary assistance to facilitate maximum independence and enjoyment of the program.
- Participates in meetings by asking questions, providing feedback and possible solutions thereby increasing the intern's knowledge of community recreation programs.
- Leads and assists with activities as assigned including but not limited to planning, leadership and final program evaluation. Internship will include approximately 20 hours of direct program involvement with participants per week.
- In consultation with internship supervisor, plans, organizes, coordinates, conducts, and evaluates at least one special project or trip independently.

GENERAL DUTIES

- Work a percentage of time in existing programs in student's area of interest and a percentage of time in a broad range of program offerings with varied populations. Supervisor will work directly with intern to design a mutually beneficial internship experience.
- Develop goals with specific objectives for the internship with time-lines.
- Become acquainted with community resources and services for people with disabilities through visitations, attendance at community meetings and reading current literature.
- Attend weekly staff meetings.
- Assist the Adaptive Recreation staff with tasks such as transportation, purchasing food and supplies, assessments, publicity, pre-trip meetings, and other duties as assigned.
- Meet weekly with supervisor to review program involvements, clarify procedures, review internship objectives, discuss concerns, and ask lots of questions.

SUPERVISORY RESPONSIBILITIES

This position is not responsible for staff supervision.

KNOWLEDGE, SKILLS AND ABILITIES

- A basic understanding of the foundations of Recreation and Therapeutic Recreation
- A basic understanding of the physical, cognitive, and social-economic needs of individuals with varying disabilities
- Ability to drive or learn to drive a multi-passenger para-transit van (Adaptive Rec provides training)
- Ability to establish and maintain working relationships with peer employees, customers, and the general public
- Ability to communicate effectively, both orally and in writing
- Ability to solve practical problems and deal with a variety of situations

LANGUAGE SKILLS

- Ability to write basic reports and business correspondence
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

CERTIFICATES, LICENSES, REGISTRATIONS

- A criminal background check must be conducted prior to being offered an internship. This is a City of Eugene requirement for staff and volunteers.
- Current CPR and First Aid Certification: Bring your card with you.
- Interns may be required to drive city vehicles. Since you may be driving a city vehicle during your internship, you must furnish a certified copy of your driving record from your state's department of motor vehicles. Please bring this with you as it is needed to verify your driving record from the state that you live in.
- Interns who will be driving City of Eugene vehicles will need a current Oregon driver's license. You made need to take and pass the Oregon Driver's test within the first two weeks of your internship. (You will be reimbursed for the cost of your Oregon Driver's License.)

PHYSICAL DEMANDS

The person is regularly required to sit for extended periods, stand, walk, stoop, and lift objects weighing up to fifty pounds. He/she must have all cognitive and physical abilities to perform all requirements of the position.

WORK ENVIRONMENT

Work is performed in several types of environments including office or meeting setting that may involve extended periods of sitting, standing and moving about, visiting and participating in a variety of recreational activities and attending meetings during the day, evenings or weekends; and traveling to various City locations. May need to be able to stop and lift objects weighing up to 50 pounds.

Reasonable accommodations may be made to enable individuals to perform the essential functions.